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## CHAPTER 1: SECURITY

### SECTION 06: Automated License Plate Reader (ALPR)

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**Procedure #:** 11.06.010, Automated License Plate Recognition (ALPR)

**Effective Date:** March 2009

**Supersedes:**

**See Also:**

**Applies to:** All Division Personnel

**CALEA:**

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#### I. GENERAL

##### A. Purpose

1. The Automatic License Plate Recognition (ALPR) system is installed at select Washington State Ferry (WSF) terminals. The purpose of the ALPR system is to supplement existing security measures in order to enhance safety at the terminals and aboard vessels. As such, it is not intended to be a primary tool for conducting pro-active law enforcement activities. There are, however, instances where information associated with certain vehicles will require a law enforcement response.

#### II. PROCEDURE

##### A. Positive Hits

1. All digital license plate images from vehicles entering the terminal are initially checked against the National Crime Information Center (NCIC) systems. Positive felony level "hits" along with a digital image of the license plate are forwarded to the Vessel and Terminal Security (VATS) Video Monitoring Center for review.
2. Video Monitoring Center cadets who receive a positive felony "hit" on a vehicle license entering a terminal will compare the digital image of the license plate to the NCIC information to verify the "hit."
3. Once the digital image has been verified against the "hit," the Video Monitoring Center cadet will provide the information to the appropriate Washington State Patrol (WSP) Communications Center based on the location of the "hit." WSP Communications will check to see if a trooper is working at the terminal where the vehicle is located. If a VATS trooper is at the terminal, WSP Communications will call the trooper by phone to advise him/her of the details of the "hit." If there is not a VATS trooper at the terminal, WSP Communications will notify a local detachment trooper to respond, if available. If the WSP is not available to respond, local law

enforcement will be called. Video Monitoring cadets will immediately review the WSF Video Monitoring system in an attempt to locate the vehicle in question. Video cadets will notify the appropriate WSP Communications Center with updates of the vehicle location(s).

4. When a trooper receives the NCIC “hit” information, he/she will attempt to locate the vehicle and verify the license plate information contained in the “hit.” Confirmation of any “hits” (i.e., stolen vehicle, wanted person[s]) will be done through the WSP Communications Center in the region where the vehicle is located per standard Communications policy.
5. Once the “hit” is confirmed, the trooper will respond as needed per WSP regulations, procedures, and training.

#### **B. Video Monitoring Center**

1. The Video Monitoring Center is the central clearing house for all license plates scanned by the system. NCIC “hits” needing verification shall be verified as a positive or negative “hit” by Video Monitoring Center personnel.

### **III. ADMINISTRATION**

#### **A. System Administrator**

1. The System Administrator is the Video Monitoring Center Sergeant.
2. Responsibilities:
  - a. Oversee and administer the ALPR program, including the storage and management of all ALPR data systems.
  - b. Ensure appropriate training of operators of the system and that training is completed prior to using the system.
  - c. Ensure all training is documented.
  - d. Ensure ongoing training is provided as needed.
  - e. Authorize any requests for ALPR use or data access according to established guidelines and obtain command approval for unusual requests.

## **B. Operator Requirements**

1. An Operator is prohibited from using the ALPR system until properly trained and instructed as to operational protocols.
2. Operators must meet WSP employee criteria including polygraph, fingerprints, and background check.

## **C. Data Collection and Retention**

1. Collected data is maintained on a WSP server that is not connected to or shared with other law enforcement data bases.
2. Only trained and approved personnel may access ALPR data.
3. All ALPR data downloaded to the server will be stored no longer than 60 days prior to purging unless it has become—or it is reasonable to believe that it will become—evidence in a specific criminal or civil action. In those circumstances, the applicable data shall be downloaded from the server on to a CD or other portable storage device and provided to the case officer. It shall be subject to the same logging, handling, and chain of custody requirements as other evidence.
4. All requests for access to stored ALPR data must be logged and a stated purpose for the data must be provided. This information will be maintained in the same manner as criminal history logs.

